

# Reinstatement Request Form

EDFUND  
Origination & Guarantee Services  
Reinstatements  
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## Section A: Lender Information

Contact Name	Lender Name	Lender ID	Telephone Number (     )	Fax Number (     )	Date
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## Section B: Borrower Information

Last Name	First Name	Social Security Number	FAPS Loan ID
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## Section C: Loan Information

Stafford  
Loan Program (check one): ☐ Subsidized ☐ Unsubsidized ☐ SLS ☐ PLUS ☐ Consolidation      Loan reconstruction: ☐ Yes ☐ No  
Loan Canceled Due to Administrative Cancellation Edit: ☐ Yes, (indicate the date of cancellation) \_\_\_\_\_ ☐ No  
Reason for Reinstatement (check one): ☐ Canceled in error ☐ Paid-in-full/return reported in error ☐ Paid-in-full reported in error

## Section D: Lender Manifest

Manifest Date \_\_\_\_/\_\_\_\_/\_\_\_\_      Total Disbursement Count \_\_\_\_\_      Total Disbursement Amount \$ \_\_\_\_\_      Total Insurance Premium Amount \$ \_\_\_\_\_

## Section E: Disbursement Information (this section should only indicate the disbursement segment(s) that are to be reinstated)

	1) Disb Status	2) Disb Amount	3) Disb Date	4) Insurance Premium Fee Amt	5) Reason Code	6) Stafford Code	7) Override Code
1st Disb							
2nd Disb							
3rd Disb							
4th Disb							

## Section F: EDFUND STAFF ONLY

Date Approved	Date Denied
Signature ▶	Denial Reason

# Reinstatement Request Form Instructions

## Section A: Lender Information

- Contact Name—Enter the name of the person submitting the request.
- Lender Name—Enter the name of the lender/servicer submitting the request.
- Lender ID—Enter the identification number assigned to the lender/servicer by USDE.
- Telephone Number—Enter the phone number of the person submitting the request.
- FAX Number—Enter the FAX number of the person submitting the request.
- Date—Enter the date the request form is completed.

## Section B: Borrower Information

- Last Name—Print the borrower's last name.
- First Name—Print the borrower's first name.
- SSN—Enter the Social Security number of the borrower.
- FAPS Loan ID number—Enter the loan identification number of the loan being reinstated. The FAPS loan ID number is the number assigned to the loan at the time of guarantee (e.g., S9700000).

## Section C: Loan Information

- Loan Program—Check the appropriate box.
- Loan Reconstruction—Loan to be reinstated is not on FAPS; check Yes or No. If yes, the lender must provide the additional documentation outlined in the reinstatement procedures.
- Loan Canceled Due to Administrative Cancellation Edit—Check Yes or No. If yes, enter the date of cancellation.
- Reason for Reinstatement—Check the appropriate box.
  1. Canceled in error (pre-disbursement). Complete Sections A, B, C, and E (1, 2, 3, 4).
  2. Paid-in-full/return reported in error. Resubmit the premium fees received back from EdFUND to process reinstatement.
  3. Paid-in-full in error. No insurance premium fees required for reinstatement.

## Section D: Lender Manifest

- Manifest Date—Enter the manifest date. This date must be today's date or a date in the past, and it may only be used once.
- Total Disbursement Count—Enter the total number of disbursement transactions included with this batch.
- Total Disbursement Amount—Enter the total disbursement dollar amount in this batch.
- Total Insurance Premium Fee Amount—Enter the total dollar amount of the insurance premium fee(s) submitted with this batch.

Important: If fees are required, they must be submitted with the reinstatement request. Fees are not required when submitting reinstatement requests for Consolidation loans.

Note: If the batch consists of more than one request form, the first request form should include the combined totals for the subsequent request forms in the batch. The lender is not required to complete this section on subsequent forms.

## Section E: Disbursement Information. This section should only indicate the disbursement segment(s) that are to be reinstated.

- Disbursement Status—Enter one of the following statuses for each disbursement segment as it should appear on FAPS (A=Actual or N=Anticipated). Indicate "N" for future disbursement only.
- Disbursement Amount—Enter the dollar amount of the disbursement segment.
- Disbursement Date—Enter the month, day and year of the disbursement.
- Insurance Premium Fee Amount—Enter the amount of the insurance premium fee charged for each disbursement. If the amount disbursed is less than the guaranteed amount, the lender is required to recalculate the insurance premium fee.
- Reason Code—The reason code defines the transaction requested. Enter one of the following reason codes:
  - N** Used for a normal disbursement on a single or a multiple disbursement.
  - A** Used to reduce the amount on a multiple disbursement without canceling the remaining disbursement segments. The lender is required to recalculate the premium fee.
  - U** Used to reduce the amount of a single disbursement. Lender is required to recalculate the premium fee.
  - P**
    1. Used to reduce the amount of a multiple disbursement canceling the remaining disbursement segments.
    2. Used to combine disbursement segments canceling the remaining disbursements.
    3. Used to reduce the last disbursement segment of a multiple loan.
    4. Used to process the first disbursement canceling the subsequent disbursements.
    5. Used to change a multiple disbursement into a single disbursement canceling the remainder of the loan. **The new single disbursement must meet federal requirements.**
- Stafford Code—Enter the Stafford code (S=Subsidized Stafford loan, U=Unsubsidized Stafford loan).
- Override Code—Enter "L" (late disbursement) if the loan was disbursed within 90 days after the end of the loan period.

## Section F: EdFUND Staff Only

This section is to be completed by EdFUND staff only.